

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date: Aug 6, 2012
 Station: KMBC Drop Down
 Sales Region: NATIONAL Drop Down
 Agency: Media Placement Technologies
 Advertiser: Martin/R/Attorney General

Invoice # 935170 Net Invoice Amount

Invoice Date Amount Paid
 Adjustment to Gross Billing \$470
 Adjustment to Net Billing \$ 399.50

AE Name: Meredith Thompson

SM Name: Tony Kim

Reason for DEBIT/CREDIT: POLITICAL RATE ADJUSTMENT Drop Down
 (Field Required - must use drop down list)

EXPLANATION (Please explain in detail):

LUR for the w/o 7/23
 M-F 6a-7a= 3x @ \$565 Lur L2 \$550 total rebate \$45
 M-F 6p-630p= 1x @ \$800 Lur L2 \$650 total rebate \$150
 Sat 10p-1030p= 1x @ \$800 Lur L2 \$600 Total rebate \$200
 Sun 930a-1030a= 1x @ \$225 Lur L3 \$175 Total rebate \$50
 Sun 11p-1130p= 1x @ \$525 Lur L2 \$500 total rebate \$25

Revised invoice required?

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: by

Updated 03/15/12

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Aug 8,2012		
Station:	KMBC		Drop Down
Sales Region:	NATIONAL		Drop Down
Agency:	Smart Media Group LLC VA		
Advertiser:	Martin/R/Attorney General		
Invoice #	935170	Net Invoice Amount:	
Invoice Date		Amount Paid	
		Adjustment to Gross Billing \$	50.00
		Adjustment to Net Billing \$	42.50
AE Name:	Meredith Thompson		
SM Name:	Tony Kim		
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT		Drop Down
	(Field Required - must use drop down list)		

EXPLANATION (Please explain in detail):

LUR for the w/o 7/30

M-F 630p-7p = 1x @ \$575 Lur L2 \$525 total rebate \$50

Revised invoice required? _____

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____

Updated 03/15/12